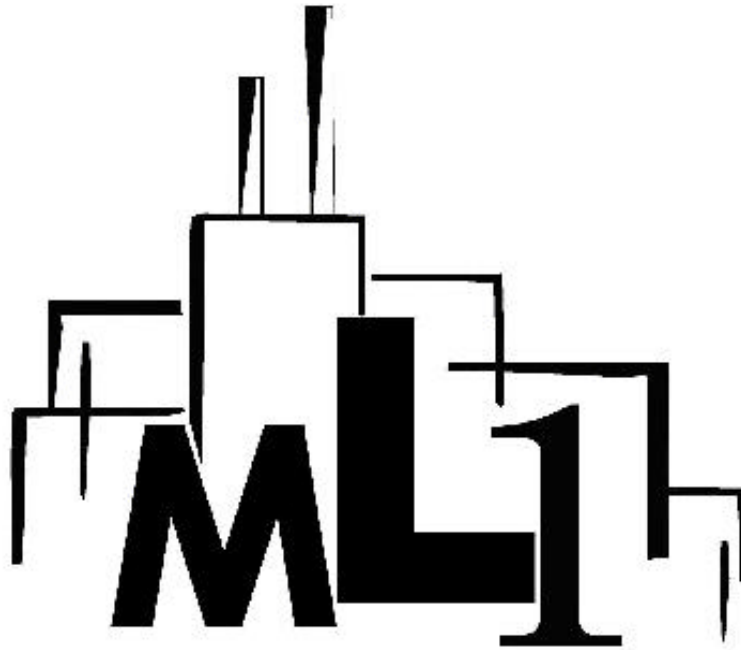


Missouri LocationOne



User Guide

www.missourisites.org

LocationOne

INFORMATION SYSTEM



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MISSOURI LOCATIONONE

Missouri LocationOne (ML1) is an online Internet application that enables local economic development organizations to collect and publish their building, site and locality data and allows location consultants, company's and other clients to evaluate Missouri communities from across the nation quickly and at no cost.

MEDC and MODED have combined their efforts to provide an affordable, professional system that offers each community in Missouri an opportunity to be compared on an "apples to apples" basis with other Missouri communities, regardless of size.

The data fields selected for **MLI** are a subset of the National Data Standards guidelines. Utilizing the National Data Standards compliant system increases your community's sales professionalism and is very important for your community's ability to market itself and be considered by companies for new locations.

It's very simple – communities and local economic development organizations use the **Missouri-LocationOne** administration site on the Internet to enter local profile data and list sites and buildings that are available in their area. Data can be entered 24 hours a day, 7 days a week, and it is instantaneously published on the Internet.

The presentation site on the Internet is available 24 hours, 7 days a week and allows prospects to perform customized searches to identify properties meeting their specific criteria. A variety of reports can also be generated from the system, which are suitable for mailing or can be e-mailed to a prospect at no cost.

Economic development organizations can have their own unique profile set up, which shows only the communities of interest to that economic development organization. Also, each community and economic development organization will be provided with a unique hyperlink that can be added to their web site to allow web traffic to easily access their profiles and site & building data.

Data has been purchased for the use of populating state, county & metro profiles. By using this data purchased by the **MLI** program, your workload will be reduced to gathering only local profile data and property descriptions on available sites and buildings.

DED Project Managers will use the **MLI** system to search for available buildings and sites to disseminate leads. Leads will be distributed to communities when the data in **MLI** matches the requirements. This is why it is very important to utilize **MLI** and have completed information in the system.



ML1 Web Site

www.missourisites.org

The Missouri LocationOne web site www.missourisites.org is where you will find the state's presentation site of ML1. This is also the site that the state will use in marketing ML1 to consultants, companies and other local economic developers.

This web page is designed so you can view the States presentation site either by:

- The entire state
- Or by a specific region

There is also a page for ML1 User's where you will find:

- A link to the LOIS Administration page
- A copy of the User Guide
- Site and Building forms for collecting data
- Data sources that can be used to populate your profile information.
- And Updates and Changes with the LOIS system.

There will also be a section where we you feature available buildings and sites. More information on this will follow.



Section Layout

The number of localities that a user owns edit rights to will determine the default page the user will begin editing their locality, buildings and site information.

- Single Locality:** If the user has access to only one locality, the record will automatically open to the Overview Page.
- Multiple Localities:** If the user has access to multiple localities a list of the localities, buildings and sites will be displayed. The user will select the Edit button to the left of the record name to open the record. The record will open to the Overview Page.
- No Edit Rights:** If a user does not own edit rights to a locality, the following message will appear.
Your current logon credentials prevent your request from being completed.
You do not have Edit rights to community information.
[Click here for a list of all Communities you are allowed to edit.](#)



ADD, EDIT, DELETE, ARCHIVE OR HIDING RECORDS

Once you have opened the locality, building or site section, a user can add, edit, delete, archive or hide a record.

Add a New Record: To add a new record, choose **New** located underneath the gray section button. This will open a new record.

NOTE: The LOIS Administrator is the only one authorized to add or delete a locality record.

Edit an Existing Record: To edit a record, choose **Edit** next to the name of the record to be edited.

Deleting a Record: To delete a record, choose **Delete** next to the record to be deleted. The record will be removed from the database and will no longer be available to any user that has view rights to the record on the Public Site. If a record is being shared with other allies, please refer to archiving or hiding a record before deleting. **NOTE:** The LOIS Administrator is the only one authorized to add or delete a locality record.

Archiving a Record: If a building or site has been sold or occupied, you may want to archive it rather than deleting it from the database. By taking this action, the user avoids having to re-enter all the information if the building or site should become available again. To archive a building or site record, you must choose **Edit** next to the record name to be archived. On that page, select **Yes or No** if the building or site is no longer available or the building or site is back on the market.

Hiding a Record: When a record is hidden, it is no longer displayed on the web site of the user who has chosen to hide it. If more than one user can view that record it will show up on there web site. To hide a building record, go to the User Settings tab. Choose the option of Hiding a Building choose Hide next to the building to be hidden.



HIDING RECORDS

This feature allows a user to hide state, county, metro, locality information or site and building records. There are many instances when an organization may want to hide a particular record rather than to delete or archive it. When a record is hidden, it is no longer displayed only on the web site of the user who has chosen to hide it.

Examples of when hiding a record may be appropriate

Situation:	A county economic development organization (representing only one county) has a locality that is located in multiple counties.
Problem:	All building and site records are linked to a locality record. Since this county has view permission to a locality located in multiple counties, all sites and buildings associated with this locality are viewable to the public from their web site. In this scenario, the county does not want to publish building and site information on properties that are not located in their particular county from their web site.
Solution:	Hide Buildings/Hide Sites

Situation:	A utility economic development organization does not serve a locality in its entirety.
Problem:	All buildings and site records are linked to a locality record. Since a utility does not always serve an entire locality, all sites and buildings associated with this locality are viewable to the public from their web site. In this scenario, the utility does not want to publish buildings or site records that are not located in their service area.
Solution:	Hide Buildings/Hide Sites

Situation:	A state or regional economic development organization has view rights to all localities located in their state and/or region.
Problem:	The local economic development organization is responsible for updating their local profile. If a locality profile has not been updated by the local agencies, the state/region is publishing information that could jeopardize the integrity of the other locality records published on their web site through LOIS
Solution:	Hide Localities

Hiding a Record:

In the User Setting choose the option on what type of record you want to hide. Select the hide link next to the record name. To display the record, select the Display link.



IMAGES

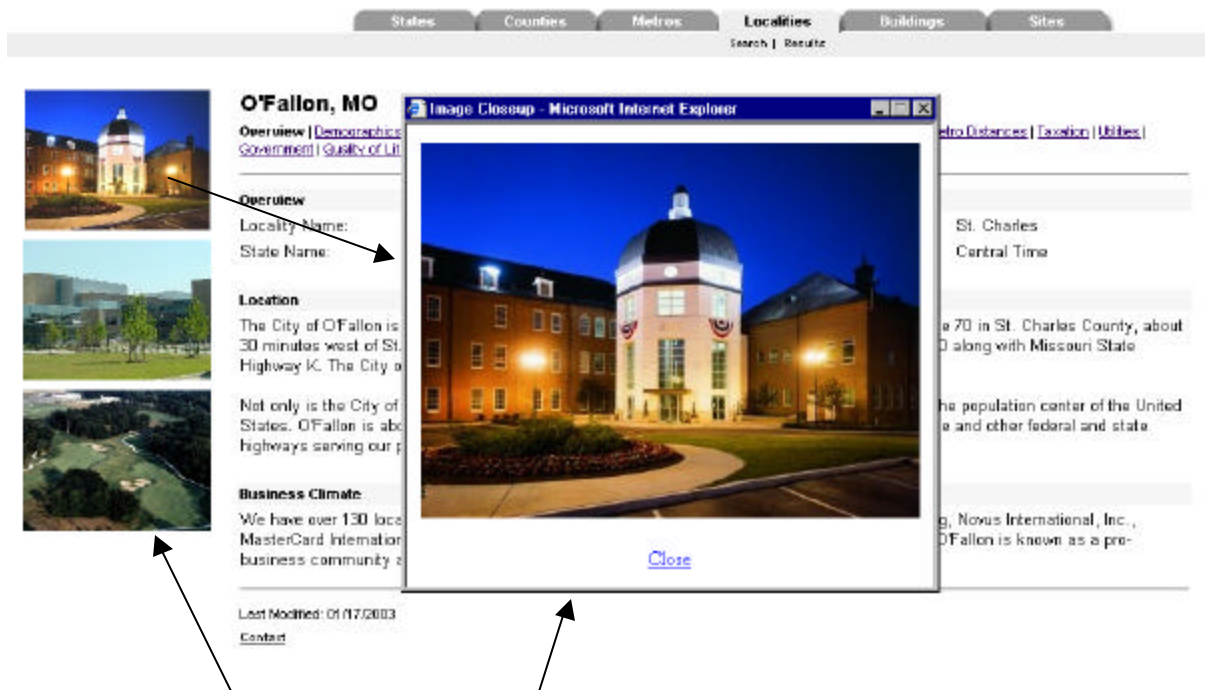
A locality, building or site record can include up to three images each. All images should be sent to the LOIS Administrator at locationone@locationone.com. The administrator will import and post the images to the record and name the image(s) in the local, building or site profile images section.

When sending the images by e-mail, please inform the administrator what record they should be posted to along. In addition, note any sequence the images should be displayed. The administrator makes every effort to post the images within a 24-hour period.

Large Image: 400 x 300 pixels – jpg format

Thumbnail Image: 150 x 113 pixels – jpg format

NOTE: Images sent with low resolution needing to be resized can sometimes lose color and clarity. If taking pictures with a digital camera, optimal settings are 640 x 480 pixel with a minimum of 400-dpi resolution.



Example of an image that has been attached to a locality record. By clicking onto the small thumbnail, a larger image will open for the public to view.




LOIS ADMINISTRATION FACILITY SITE

By providing you with access to update your community, site and building profiles, the information is assured of being accurate and up to date. Updates can be made **24 hours a day, 7 days a week**. To get started a one time fee of \$35.00 is all it takes to obtain your User ID and Password. To obtain this, contact the state administrator with the Missouri Department of Economic Development at 573-522-2790.

To open the LOIS Administration Facility web site go to:
www.locationone.com/lois/adminindex.html

1. Enter your User ID and Password into the login screen
2. Select the "Submit" button.


The LocationOne® Information System

Data Administration Facility

User:
Password:

If you have comments or questions regarding the LocationOne Information System, please contact our LOIS Administrator, by e-mail at locationone@locationone.com or by phone at 800-465-6553. Community, site, building and logo images can be sent electronically to the LOIS Administrator.

Please do not use your BACK button on your BROWSER while using this application.
If you use your BACK button, you may experience problems saving data.

[Presentation Login Page](#)

You will be accessing the information that has been assigned to you for editing.



LOCALITY SECTION

This feature allows you to add or edit locality information on the communities available to you with your User ID and Password. Once you have opened the locality record, you will begin on the Overview page. In all, there are 16 sections. Some sections are only one page while others are multi-page sections. To navigate to other sections of the locality profile, just click onto the link that describes the section that needs editing. The page will open to allow the user to begin making changes to the data.

NOTE: The LOIS Administrator is the only one authorized to add or delete a locality record.

The sections in the local profile consist of:

SECTION	STRUCTURE	SECTION	STRUCTURE
1. Overview	Single Page	9. Taxation	Multi-Page
2. Demographics	Multi-Page	10. Utilities	Multi-Page
3. Leading Employers	Multi-Page	11. Government	Multi-Page
4. Location/Expansions	Multi-Page	12. Quality of Life	Multi-Page
5. Labor Force	Multi-Page	13. Local Contact	Single Page
6. Education	Single Page	14. Web Links	Multi-Page
7. Transportation	Single Page	15. Locality Notes	Multi-Page
8. Metro Distance	Single Page	16. Images	Single Page



After the changes have been made on each page, the user must select **SUBMIT** before the changes will be viewable on the LOIS public site. The **RESET** button will reset the data to the previous saved data.

Do not use the **BACK** button on your Internet browser when using this application. Using the **BACK** button can cause errors in the application to occur.

The LOIS System will automatically log you off after 30 minutes if no activity is recorded.



BUILDING SECTION

This feature allows you to add a new building or edit an existing building's information. Once you have opened the building record, you will begin on the Overview page. In all, there are nine sections that make up the building profile excluding a mapping module. All of the sections in the building profile are single paged.

The sections in the building profile consist of:

- | | | |
|---------------|------------------------|-----------|
| 1. Overview | 2. Specifications | 3. Sites |
| 4. Utilities | 5. Transportation | 6. Taxes |
| 7. Incentives | 8. Contact Information | 9. Images |

To enter data into a building record, click across the section tabs. Buildings start with Overview and end with Images. Under each tab is a set of data fields to be populated. Once an update has been made on the page, select the SAVE button at the bottom of the page before moving to the next section. Changes will be made instantly on the Public Site.

To navigate to other sections of the building profiles, just click onto the link that describes the section that needs editing. The page will open to allow the user to begin making changes to the data.

When selecting the gray BUILDING tab and a building record opens rather than a building list. This indicates that there is only one building in the database. At this time, if only one building exists in the database, you cannot delete the record. Your option is to archive it to take it off the market.

Fields marked **Global Properties** pertain to the entire section. These fields are generally for comments.



After the changes have been made on each page, the user must select **SUBMIT** before the changes will be viewable on the LOIS public site. The **RESET** button will reset the data to the previous saved data.

Do not use the **BACK** button on your Internet browser when using this application. Using the **BACK** button can cause errors in the application to occur.

The LOIS System will automatically log you off after 30 minutes if no activity is recorded.



SITE SECTION

This feature allows you to add a new site or edit an existing site's information. Once you have opened the site record, you will begin on the Overview page. In all, there are eight sections excluding a mapping module that makes up the site profile. All of the sections in the site profile are structured as single paged.

The sections in the site profile consist of

- | | | | |
|-------------|---------------|------------------------|-------------------|
| 1. Overview | 2. Site | 3. Utilities | 4. Transportation |
| 5. Taxes | 6. Incentives | 7. Contact Information | 8. Images |

To enter data into a site record, click across the section tabs. Under each tab is a set of data fields to be populated. Once an update has been made on the page, select the **SAVE** button at the bottom of the page before moving to the next section. Changes will be made instantly on the Public Site.

To navigate to other sections of the site profile, just click onto the link that describes the section to needs editing. The page will open to allow the user to begin making changes to the data.

When selecting the gray Site tab button, a user may open to a site record rather than a site list. This indicates that there is only one site record in the database. At this time, if only one site exists in the database, you cannot delete the record. Your option is to archive it to take it off the market.

Fields marked **Global Properties** pertain to the entire section. These fields are generally for comments.



After the changes have been made on each page, the user must select **SUBMIT** before the changes will be viewable on the LOIS public site. The **RESET** button will reset the data to the previous saved data.

Do not use the **BACK** button on your Internet browser when using this application. Using the **BACK** button can cause errors in the application to occur.

The LOIS System will automatically log you off after 30 minutes if no activity is recorded.



USER SETTINGS

This section allows you to customize the public view of the ML1 on your web site.

The sections in the user settings profile consist of

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Overview | 2. Contact Information | 3. Hide State Access |
| 4. Hide County Access | 5. Hide Metro Access | 6. Hide Locality Access |
| 7. Hide Building Access | 8. Hide Site Access | |

Overview

The Overview page allows a user to customize the header that displays on each page of the ML1 public site from their presentation site. This information helps identify the organization using this tool. Users can add up to two organization titles and can modify the text by changing the font name and size use bold and italic and can also change the font color.

A banner graphic can be used in place of the organization title(s) and logo. The logo will appear in the upper right hand corner as part of the header. By adding a web site address, the logo becomes a hyperlink on the header. Send banners or logos to the LOIS administrator at locationone@locationone.com. The LOIS administrator will complete the Image Name field after receiving the logo.

Contact Information

The contact information is in essence the footer on every page of the presentation site. This allows a user who is sharing data with other allies to have their contact information at the bottom of each page when it is linked from their web site. This section is not the same as the contact information on the localities, buildings and site records.

Each field in the contact information section does not need to be populated. Some organizations may prefer to only use the organization name and address and not a personal contact name.

Hiding Records:

The sections 1-8 allows a user to hide state, county, metro, locality, site and building records. There are many instances when an organization may want to hide a particular record rather than to delete or archive it. When a record is hidden, it is no longer displayed on the web site of the user who has chosen to hide it. See Hiding Records for more detailed information.



LOIS LOGOFF

It is important that each user log off the LOIS Administration Site to ensure that no unauthorized person changes or modifies data. The logoff button is the last gray tab located on the menu bar.

After logging off of the Data Administration Facility site, a user will be directed to the Data Administration Facility web site log on screen. From here the user can select the Presentation Login Page link on this page to check their data and images on the Public site. This page will require your User ID and password.



The LOIS System will automatically log you off after 30 minutes if no activity is recorded.



ML1 Public Site

Since users can customize their own view of ML1, each user will want to add a hyper link on their community/organization web site to allow the general public to view their information. Some users will have one single entry into LOIS while others may choose to have multiple entry points.

In the User Settings on the Administration page you can customize the public view of ML1 for your web site.

- Users can customize the header that displays on each page of the ML1 public site from their presentation site. This information helps identify the organization using this tool.
- Users can add up to two organization titles and can modify the text by changing the font name and size use bold and italic and can also change the font color.
- A banner graphic can be used in place of the organization title(s) and logo.
- By adding a web site address, the logo becomes a hyperlink on the header.
- The contact information is in essence the footer on every page of the presentation site. This allows a user who is sharing data with other allies to have their contact information at the bottom of each page when it is linked from their web site. This is not the same as the contact information on the localities, buildings and site records.
- Users can hide state, county, metro, locality, site and building records that they do not want to be published on their site.



CONNECTING TO YOUR WEB SITE

The LOIS Public site is the presentation site for all the data that has been entered into the LOIS Administration Site. Since users can customize their view of Missouri LocationOne, each user will want to add a hyperlink on their community/organization web site to allow the general public to view their information. Some users will have one single point of entry into ML1 while others may choose to have multiple entry points.

Connecting ML1 to your Web Site.

Modify the web address below to create a URL that can be used to access the ML1 Public Site.

www.locationone.com/lois/logon.do?username=<userID>&appsection=<appsectionname>

<userID> -- Replace with your User ID

<appsectionname> -- Replace with either (states, counties, metros, localities, buildings, or sites) depending on where you want the link directed to. The localities link is the default link.

Examples:

User ID = **ecodev**

To take the public to:

- the localities section:
www.locationone.com/lois/logon.do?username=ecodev&appsection=localities
The number of localities that a user has edit rights to will determine the screen the user will be linking to.
- the buildings section:
www.locationone.com/lois/logon.do?username=ecodev&appsection=buildings
- the sites section:
www.locationone.com/lois/logon.do?username=ecodev&appsection=sites
- the state information:
www.locationone.com/lois/logon.do?username=ecodev&appsection=states
- the county information:
www.locationone.com/lois/logon.do?username=ecodev&appsection=counties
- the metro information:
www.locationone.com/lois/logon.do?username=ecodev&appsection=metros



LINKING TO A SPECIFIC RECORD

A user can link to a specific record in LOIS such as a particular building, site or locality. Many users employ this option when featuring a special site or building on their web site.

Modify the below URL to link directly to an individual building, site or locality record

www.locationone.com/lois/logon.do?username=<userID>&appsection=<appsectionname>&specificrecordinfo=<xxxx>

<userID> -- Replace with your User ID

<appsectionname> -- Replace with either localities, buildings, or sites.

<specificrecordinfo> -- Replace with either building_id=, site_id=, locality_id=.

<xxxx> -- Replace with the Record ID.

To identify a record's ID number, open the record (Public or Administration Site) and the number will be the last number displayed in the browser address (e.g. community_id=100), which is on the bottom left hand side of the web page.

An example of how a user would create a URL to link directly to an individual building, site and locality record.

User ID = ecodev

- **Building Record:** building_id=xxxx
www.locationone.com/lois/logon.do?username=ecodev&appsection=buildings&building_id=1116
- **Site Record:** site_id=xxxx
www.locationone.com/lois/logon.do?username=ecodev&appsection=sites&site_id=1000
- **Locality Record:** community_id=xxxx
www.locationone.com/lois/logon.do?username=ecodev&appsection=localities&community_id=100